



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY WHITE SANDS MISSILE RANGE**  
100 Headquarters Avenue  
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002-5000

REPLY TO  
ATTENTION OF

CSTE-DTC-WS-CG

16 OCT 2003

MEMORANDUM FOR Commanders, Directors, Office Chiefs of Team WSMR

SUBJECT: Policy Letter #11: Government Travel Card Policy

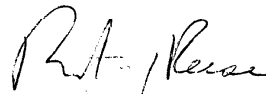
1. In accordance with the Travel and Transportation Reform Act of 1998, use of the government travel card is mandatory for all government personnel who have occasion to travel as part of their job. The DoD Financial Management Regulation contains a few exceptions to the mandatory use requirement. Absent an exception, government personnel may be subject to administrative and disciplinary action for failure to use the travel card.
2. All government travel cardholders must use the split disbursement option when filing travel vouchers with the Defense Finance and Accounting Service (DFAS). This option mandates travelers to direct DFAS to make payment directly to the card contractor.
3. Delinquency Management. In accordance with the DoD 7000.14-R, Financial Management Regulation, volume 9, chapter 3, August 2003 accounts are considered delinquent and past due after 30 days past the closing date of the account statement on which the charges have first appeared. Authorizing Officials will counsel 30-day delinquent cardholders and follow-up until the debt is satisfied. Delinquent cardholders will then receive a 60-day letter notifying them that the account is suspended for nonpayment. At 75 days past due, late fees may be assessed for individually billed accounts. Additionally, the cardholder will receive 90 and 120-day notification letters. After the 126<sup>th</sup> day, the charge card contractor may begin payroll collection for any past due amount, collection costs, court costs, and attorney's fees and notify credit bureaus of those delinquencies. Cardholders may receive administrative or disciplinary action for failure to pay their account in full and on time.
4. Supervisors must review travel vouchers within 7 calendar days of submission by the traveler. Travelers may claim interest if DFAS fails to pay within 30 days. The 30-day period begins on the date that the travel claim is signed by the supervisor/approving official. Supervisors and directors must monitor the account status of government cardholders under their supervision.
5. Government employees who leave government service must turn in their cards prior to their departure. Those who are departing to a government job away from WSMR must take steps upon arrival to transfer responsibility for their travel card to the gaining installation. Failure to do so will result in cancellation of the travel card.

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6. All travel cardholders must fully understand their responsibility to abide by the terms and conditions contained in the signed cardholder agreement. The Agency Program Coordinator at WSMR is Mr. Louis Dragonetti, 678-5295. Questions concerning terms and conditions of the card should be addressed to Mr. Dragonetti; questions concerning disciplinary action for delinquency should be addressed to the Management-Employee Relations Office, 678-4041.
7. Please disseminate this policy to all personnel and post a copy on official bulletin boards.



ROBERT J. REESE  
Brigadier General, USA  
Commanding

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